



**STATE OF NEW JERSEY  
OFFICE OF ADMINISTRATIVE LAW**

**RULES ANALYST, ADMINISTRATIVE PROCEDURE**

The State of New Jersey, Office of Administrative Law (OAL), is currently seeking applicants for a Rules Analyst, Administrative Procedure position located in Hamilton, New Jersey. The OAL implements the Administrative Procedure Act, advising executive branch agencies on how to make rules and requiring agencies to follow statutorily prescribed steps in rulemaking. OAL is also responsible for the publication of the New Jersey Register and the New Jersey Administrative Code.

Under the direction of a supervisor in the Administrative Rules Unit, this position is responsible for the intake, review, issue resolution, processing and archiving of submissions for publication in the New Jersey Register.

**REQUIREMENTS:**

**EDUCATION:** Juris Doctor or LL.B. degree.

**NOTE:** A Master's degree in Library Science, Public Administration, Business Administration, Political Science or related field may be substituted for the above education requirement.

**EXPERIENCE:** Three (3) years of academic or practical experience in the practice of administrative law involving the drafting, promulgation, administration and/or interpretation of federal or state regulations, in the management and operation of a public or private sector library or, in the review and evaluation of administrative practices or operational methods including responsibility for the recommendation, planning and implementation of improvements in a business or government agency.

In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment. For more information, please visit: <http://lwd.dol.state.nj.us/labor/lwdhome/njfirst/NJFirstMenu.html>.

Salary is commensurate with education and experience. A comprehensive benefits package is offered as well. If you qualify and are interested in this position, please submit **by e-mail only**, your cover letter, resume, transcript(s) and application for employment no later than 5:00 pm (close of business), December 21, 2016.

**Department of the Treasury  
Division of Administration – Office of Human Resources  
Employment Recruiter  
[EmploymentRecruiter@treas.nj.gov](mailto:EmploymentRecruiter@treas.nj.gov)  
(Subject line: Rules Analyst)**

Your application for employment must be completed in detail, including names and phone numbers of supervisors, dates of all employment and the reason for leaving. Be sure to answer all questions. In addition, please include (3) business references on your application. To obtain an application for employment, go to: <http://www.nj.gov/treasury/administration/pdf/hr-application.doc>

*The State of New Jersey is an Equal Opportunity Employer*